

## ASSIGNMENT 2

Textbook Assignment: "Religious Education," chapter 3, pages 3-1 through 3-9; "Religious Offering Fund," chapter 4, pages 4-1 through 4-10; and "The Naval Library System," chapter 5; pages 5-1 through 5-13.

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| <p>2-1. Before religious education can begin, what task must an RP complete?</p> <ol style="list-style-type: none"><li>1. Brief the chaplain</li><li>2. Prepare the facilities</li><li>3. Take attendance</li><li>4. Brief the teachers</li></ol> <p>2-2. Which of the following persons plans, programs, and implements religious education for sea service personnel?</p> <ol style="list-style-type: none"><li>1. RP</li><li>2. Director of religious education</li><li>3. Chaplain</li><li>4. Teacher</li></ol> <p>2-3. Which of the following traits is the key principle in a CRP?</p> <ol style="list-style-type: none"><li>1. Completeness</li><li>2. Sincerity</li><li>3. Loyalty</li><li>4. Inclusiveness</li></ol> <p>2-4. What directive requires chaplains to provide ministry for their own faith group and to facilitate appropriate ministries for other faith groups?</p> <ol style="list-style-type: none"><li>1. DOD Directive 1304.19</li><li>2. OPNAVINST 1730.1</li><li>3. SECNAVINST 1730.7</li><li>4. <i>United States Code</i></li></ol> <p>2-5. A diagram for religious program support should contain which of the following factors?</p> <ol style="list-style-type: none"><li>1. Pictures</li><li>2. Step-by-step method for performance</li><li>3. Programing plan</li><li>4. Chain of command</li></ol> | <p>2-6. Which of the following statements describes the best method you can use to train religious education volunteers to use audiovisual and other media aids successfully?</p> <ol style="list-style-type: none"><li>1. Instruct them in all the procedures at one time</li><li>2. Instruct them in a single procedure at one time</li><li>3. Instruct them during on-the-job training</li><li>4. Provide written instructions and let them teach themselves</li></ol> <p>2-7. Which of the following areas of responsibility is NOT considered to be a part of logistic support services?</p> <ol style="list-style-type: none"><li>1. Library</li><li>2. Equipment</li><li>3. Records</li><li>4. Training</li></ol> <p>2-8. The religious education curriculum will not vary within a faith group.</p> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li></ol> <p>2-9. Which of the following persons would normally recommend curriculum materials?</p> <ol style="list-style-type: none"><li>1. Supply officer</li><li>2. Lay reader</li><li>3. RP</li><li>4. Contract officer</li></ol> <p>2-10. After an RP has updated religious education enrollment records, the records should be given to what individual(s)?</p> <ol style="list-style-type: none"><li>1. Command chaplain</li><li>2. Faith group leader</li><li>3. Director of religious education</li><li>4. Teachers</li></ol> |
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2-11. In preparation for enrollment day, what total number of posters should be used to display enrollment instructions?

1. One
2. Two
3. Three
4. Four

2-12. Which of the following events or circumstances is NOT a reason for compiling religious education statistics?

1. Change in education trends
2. Change in conditions
3. Change in opinions
4. Change in finances

2-13. Which of the following individuals will likely manage the religious education statistical program?

1. Director of religious education
2. RP
3. Chaplain
4. Teacher

2-14. You are developing statistical reports. Your finished reports should reflect which of the following traits?

1. Satisfy board needs
2. Be complicated
3. Be timely
4. Contain only cost figures

2-15. Successful results achieved through statistical reports depend on the chaplains, RPs, councils, and religious education volunteers.

1. True
2. False

IN ANSWERING QUESTIONS 2-16 THROUGH 2-19, SELECT FROM THE FOLLOWING LIST THE ITEMS OR RESOURCES THAT MOST ACCURATELY MATCH THE DESCRIPTION USED AS THE QUESTION.

- A. Flash statistics
- B. Flash analyses
- C. Analytical statistical reviews
- D. Reference books

2-16. Provide broad trends, comparative data, and detailed grouping.

1. A
2. B
3. C
4. D

2-17. Timely graphic and narrative statements of meaningful changes.

1. A
2. B
3. C
4. D

2-18. Summary cards or sheets that provide flash reports of key monthly statistics in brief.

1. A
2. B
3. C
4. D

2-19. Compare progress with plans and trends.

1. A
2. B
3. C
4. D

2-20. The Religious Offering Fund (ROF) is the only nonappropriated fund that chapels may operate and maintain.

1. True
2. False

2-21. What directive authorizes the use of ROFs?

1. OPNAVINST 1730.1
2. SECNAVINST 1730.7
3. SECNAVINST 7010.6
4. NAVSO P-3520

- 2-22. Which of the following individuals or activities is the program manager for all ROFs?
1. CNO
  2. SECNAV
  3. Chief of Chaplains
  4. NAVSUP
- 2-23. The CNO has instructed commanders and commanding officers to manage ROFs by following the guidelines found in what instruction?
1. OPNAVINST 1730.1
  2. SECNAVINST 1730.7
  3. SECNAVINST 7010.6
  4. SECNAVINST 7043.5
- 2-24. The ROF administrator is appointed in writing by what person?
1. Command chaplain
  2. CNO
  3. Chief of Chaplains
  4. Commanding officer
- 2-25. When the ROF administrator is away, who serves as the acting administrator?
1. Commanding officer
  2. Executive officer
  3. Next senior chaplain
  4. Next senior RP
- 2-26. When the ROF administrator is away and there are no other chaplains present, the commanding officer can delegate which of the following persons as acting administrator?
1. Senior DK
  2. Senior RP
  3. Lay reader
  4. Executive officer
- 2-27. Which of the following persons may NOT serve as the ROF custodian?
1. Designated faith group representative (DFGR)
  2. Supply officer
  3. Senior RP
  4. Command master chief
- 2-28. Which of the following actions is NOT a task of the ROF custodian?
1. Disbursing approved payments
  2. Providing for safeguarding of the ROF
  3. Reviewing disbursement requests
  4. Recommending disbursements
- 2-29. The ROF audit board must consist of at least how many active duty members?
1. Five
  2. Two
  3. Three
  4. Four
- 2-30. An ROF audit board should report its findings to what individual?
1. Command chaplain
  2. Commanding officer
  3. Comptroller
  4. Supply officer
- 2-31. Which of the following persons should appoint in writing the designated faith group representatives (DFGRs)?
1. Commanding officer
  2. Executive officer
  3. Senior audit board member
  4. Command chaplain
- 2-32. Contract chaplains may serve as DFGRs.
1. True
  2. False

IN ANSWERING QUESTIONS 2-33 THROUGH 2-38, SELECT FROM THE FOLLOWING LIST THE TITLE THAT MOST ACCURATELY MATCHES THE DUTY OR RESPONSIBILITY USED AS THE QUESTION.

- A. ROF administrator
- B. ROF custodian
- C. ROF audit board
- D. Designated faith group representative

2-33. Recommends corrective actions for all discrepancies found.

- 1. A
- 2. B
- 3. C
- 4. D

2-34. Informs faith groups about ROF policies and procedures.

- 1. A
- 2. B
- 3. C
- 4. D

2-35. Approves requests for disbursements.

- 1. A
- 2. B
- 3. C
- 4. D

2-36. Makes certain an accurate audit trail exists.

- 1. A
- 2. B
- 3. C
- 4. D

2-37. Makes certain signature and ownership cards are maintained.

- 1. A
- 2. B
- 3. C
- 4. D

2-38. Serves as primary advisor to the administrator on ROF subaccounts.

- 1. A
- 2. B
- 3. C
- 4. D

2-39. In recruiting volunteers to count the ROF offering, which of the following is NOT a key element?

- 1. Timeliness
- 2. Appropriateness
- 3. Fairness
- 4. Finesse

2-40. How soon before a church service should you begin to recruit volunteers to count the offering?

- 1. 10 minutes
- 2. 20 minutes
- 3. 30 minutes
- 4. 45 minutes

2-41. Which of the following directives prohibits the proof of ROF receipts by relatives?

- 1. NAVSO P-3520
- 2. OPNAVINST 1730.1
- 3. SECNAVINST 1730.7
- 4. SECNAVINST 7010.6

2-42. Whose responsibility is it to make sure the counting of the offering is done properly?

- 1. RP
- 2. Administrator
- 3. Custodian
- 4. DFGR

2-43. ROF monies and classified materials may be stored in the same safe.

- 1. True
- 2. False

2-44. A total of how many persons should have the combination to a safe used to store ROF receipts?

- 1. One
- 2. Two
- 3. Three
- 4. Four

- 2-45. Who maintains a copy of the ROF safe combination in the case of an emergency such as the death of the ROF custodian or in the event the combination to the safe cannot be remembered?
1. Administrative officer
  2. Executive officer
  3. Command chaplain
  4. Security officer
- 2-46. When ROF receipts are deposited, whose signature should appear on the original deposit receipt?
1. Administrator's
  2. Custodian's
  3. DFGR's
  4. Bookkeeper's
- 2-47. When using automated bookkeeping, you should use floppy disks to store information unless you can take what precaution concerning the hard disk?
1. Encrypt it
  2. Lock it
  3. Format it
  4. Remove it
- 2-48. Where should completed payment vouchers be filed?
1. In separate files
  2. In consolidated files
  3. With other paid payment vouchers for the current year
  4. With completed receipt forms
- 2-49. In what year did the Navy assume official responsibility for shipboard libraries?
1. 1800
  2. 1828
  3. 1889
  4. 1941
- 2-50. Which of the following goals is NOT included in the mission of naval general libraries?
1. To educate the crew
  2. To allow crew members to enjoy literature, art, and music
  3. To develop esprit de corps
  4. To provide a place to escape shipboard regimentation
- 2-51. On aircraft carriers and other deep-draft vessels, library services are normally provided by which of the following personnel?
1. Volunteers
  2. Yeomen
  3. MWRs
  4. RPs
- 2-52. What command has overall operational responsibility for the General Library Program?
1. CNET
  2. NAVSEASYS COM
  3. BUPERS
  4. CNTECHTRA
- 2-53. Professional library services are provided by which of the following activities?
1. CNET
  2. BUPERS
  3. NETPMSA
  4. CNTECHTRA
- 2-54. What directive sets policies and assigns responsibilities for the administration and support of the General Library Program?
1. OPNAVINST 5071.1
  2. SECNAVINST 5070.3
  3. BUPERSINST 5070.2
  4. CNETINST 5070.4
- 2-55. What directive or publication defines the basis for library procedures?
1. OPNAVINST 5070.1
  2. OPNAVINST 3120.32
  3. SECNAVINST 5070.3
  4. NAVEDTRA 38021

- 2-56. Basic duties for the library officer are specified in what directive?
1. OPNAVINST 1730.1
  2. OPNAVINST 3120.32
  3. OPNAVINST 5070.3
  4. SECNAVINST 5070.3
- 2-57. Operating hours for shipboard libraries should be publicized through what form of media?
1. Command newspaper
  2. Fliers
  3. TV
  4. POD
- 2-58. What is the loan period for books in the general library collection?
1. 1 week
  2. 2 weeks
  3. 1 month
  4. 15 days
- 2-59. What is the loan policy for reference books?
1. 1-week loan period
  2. 1-month loan period
  3. To be used only in the library's spaces
  4. Must be returned in 15 days
- 2-60. When checking out a library book, the borrower should print all the following information on the book card EXCEPT which one?
1. Name
  2. SSN
  3. Division
  4. Rank
- 2-61. Which of the following conditions represents the only time in which a borrower is NOT permitted to extend the loan period for a book?
1. When the book is overdue
  2. When the book has been reserved
  3. When the borrower has too many books checked out
  4. When the book is new
- 2-62. What is the loan period, if any, for back issues of magazines?
1. 1 week
  2. 2 weeks
  3. 3 weeks
  4. None
- 2-63. New issues of magazines and current newspapers cannot be checked out and are to be used in the library.
1. True
  2. False
- 2-64. What is the recommended loan period for a music tape that will be used outside the library?
1. 7 days
  2. 14 days
  3. 3 days
  4. 10 days
- 2-65. Which of the following forms must be used for interlibrary loans?
1. SF 162
  2. DD 1301
  3. NAVPERS 1701
  4. OPNAV 1704
- 2-66. What must an individual do to borrow a book from the Navy auxiliary library service collection (ALSC)?
1. Call the ALSC
  2. Contact the library officer
  3. Go to the local base library
  4. Write a personal letter to the ALSC
- 2-67. In general, when is the first overdue notice sent to a borrower?
1. 1 week after the due date
  2. 2 weeks after the due date
  3. 3 to 5 days after the due date
  4. The day after the due date

- 2-68. If loaned material is lost, the borrower must reimburse what official or authority?
1. Library officer
  2. Commanding officer
  3. MWR
  4. U.S. Government
- 2-69. Where should paperback books be stamped with a ship's identification?
1. Front cover
  2. Back cover
  3. First page
  4. Top edge
- 2-70. When determining the classification of a book for circulation, what part of the *General Library Manual* should you consult?
1. Chapters 1 and 2
  2. Chapters 4 and 5
  3. Appendixes Aa and Ab
  4. Appendixes Cb and Cc
- 2-71. How many major Dewey decimal subject classes are there?
1. 5
  2. 7
  3. 8
  4. 10
- 2-72. What statement, if any, should be stamped on the top edge of a clothbound book for circulation?
1. PROPERTY OF U.S. GOVERNMENT
  2. PROPERTY OF U.S. NAVY
  3. PROPERTY OF (your ship's name)
  4. None
- 2-73. Where should a book card pocket be attached?
1. Page facing the back cover
  2. Back cover
  3. Front cover
  4. Second to the last page
- 2-74. What list should new books be checked against before they are processed?
1. Invoice
  2. Shelf
  3. Packing
  4. Inventory
- 2-75. What information should appear on the book pocket?
1. Book title
  2. Classification
  3. Author's name
  4. Ship's property stamp